



CITY OF SAN ANTONIO



OFFICE OF HISTORIC PRESERVATION

Archaeological Report Submission Guidelines

These guidelines were adopted in an effort to simplify the report submission process and amalgamate cultural resource management (CRM) reports with published archaeological material in academia. All reports sharing the same style guidelines will expedite the research process and advance archaeological investigations in San Antonio.

Each report should meet the following criteria prior to submittal:

All archaeology-related reports submitted to the Office of Historic Preservation (OHP) **should** follow the Society of American Archaeology style guidelines. These style guidelines can be accessed [here](#). When submitting reports for review for city projects, specifically for private development, one must provide the following to the OHP;

- 1) **All report drafts shall now be provided to the OHP in a digital format, as a Microsoft Word document, for editing purposes**
- 2) **One hard copy of the final report with sites included**
- 3) **One digital copy of the final report with sites included**
- 4) **One digital copy of the final report with sites redacted**
- 5) The shape file of the project area (this will not be made available to the public)

Reports with redacted information facilitate the process for open records requests and other legal matters. In many cases, the OHP staff has had to redact site location information, scan, and finally copy reports. It would be very helpful to have these in a format that can be reproduced more easily.

All private development archaeology reports, including those with standing structures, should only be submitted to Kay Hinds and/or Matthew Elverson. Other OHP services, including demolition applications, are handled on a separate basis.

Basic CRM report structural elements can be located at the Council of Texas Archeologists website [here](#).

Reports that do not meet the requirements addressed in these guidelines may not be accepted.

If you have any questions regarding the report submission process, please contact City Archaeologist Kay Hinds at 210-207-7306 or Assistant City Archaeologist Matthew Elverson at 210-207-5421.

Thank you.